CONFERENCE ON DISARMAMENT

CD/INF.1/Rev.33
8 February 1999

ENGLISH only

BASIC INFORMATION FOR DELEGATIONS ON
CONFERENCE ARRANGEMENTS AND DOCUMENTATION

1. Conference Rooms

The meetings of the Conference will be held in the Council Chamber, which will also be available to the Conference for its informal meetings and for the meetings of its subsidiary bodies. Ten weekly meetings with full services will be provided to the Conference. Should the Conference or a group of delegations wish to hold informal meetings or consultations, the Secretariat should be notified in advance in order that arrangements may be made for an appropriate venue and servicing when necessary (tel: 917-3036).

Conference Rooms I and C.108, as well as the Conference Room of the CD Secretariat on the sixth floor, will be available for informal consultations. All conference rooms should be reserved in advance (tel: 917-3036).

2. Conference Secretariat

		Office No.	Tel. No.
Mr. V. Petrovsky	Secretary-General of the CD and Personal Representative of the Secretary-General of the United Nations	D.623	917-2280
Mr. A. Bensmail	Deputy Secretary-General of the CD	D.617	917-3440
Ms. S. F. da Silva	Senior Political Affairs Officer	D.609	917-2275
Mr. V. Bogomolov	Political Affairs Officer	D.601	917-3441
Mr. J. Zaleski	Political Affairs Officer	D.616	917-3038
Ms. S. Köppe	Political Affairs Officer	D.612	917-2298

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Mrs. Y. Santa Eugenia	- Assistant to the Secretary-General of the CD and Personal Representative of the Secretary-General of the United Nations - Assistant for subsidiary bodies	D.615	917-2281
Mrs. C. Laut Hernández	- Assistant to the Deputy Secretary-General of the CD - Research Assistant	D.621	917-4026
Ms. A. Ekberg	Assistant for subsidiary bodies	D.614	917-3676
Mrs. L. Hardewall	Assistant for subsidiary bodies	D.607	917-1376
Ms. J. Cummins	Conference and Documentation Officer	D.619	917-3036

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Services provided by the United Nations Office at Geneva

Mrs. T. Gastaut	Director, Information Service	C.302	917-2300
Mr. Ben Yahmed	Chief, Press and Communication Unit	C.300	917-2324
Ms. M. Corvington	Acting Director, Conference Services Division	276	917-3476
Mrs. T. Romanova	Chief, Editorial and Documents Control Section	B.526	917-3685
Ms. M.H. Poncet-Montange	Chief, Meetings Co-ordination and Servicing Section	B.538	917-3665
Mr. N. Tawfik	Chief, Interpretation Service	C.526	917-3074
Ms. S. Bernik	Chief, Languages Service	E.5086	917-5306

3. Passes

Passes will be required for access to Conference Rooms. They will be issued as soon as the list of members of delegations is received from each delegation. The identification cards issued by the Swiss authorities to members of Permanent Missions in Geneva and other identification issued by the United Nations Office in Geneva will also be acceptable.

4. Records of plenary meetings

The official record of each plenary meeting will consist of the texts of statements made at the meeting, the final versions of which should, to the extent possible, be provided by the delegations concerned. All statements will be made available in the other five working languages. These records, in each of the six working languages, will consist of a cover sheet and the statements, including announcements by the President, ad hoc interventions and any decisions taken by the Conference.

Delegations making statements are accordingly requested to transmit their prepared texts, in seven typewritten copies, as a basis for the verbatim records to the Documentation and Conference Officer in the meeting room or in Office D.619.

Since the circulation of the verbatim records in the shortest possible time will in some respects depend on the availability of statements made in the Conference, it is kindly requested that statements be delivered promptly to the Documentation and Conference Officer with any changes, additions or deletions made during delivery. Changes, additions or deletions not provided by delegations to the secretariat on the date of delivery of the statement will be transcribed by the secretariat in any one of the official languages of the Conference.

5. Preparation of official documents of the Conference and working papers of subsidiary bodies

All documentation which a delegation wishes to have translated and reproduced as a Conference document should be submitted to the Documentation and Conference Officer or to Secretaries of subsidiary bodies in the case of Committee working papers.

Delegations are kindly reminded that United Nations regulations do not permit the translation and distribution of statements delivered by delegations in plenary meetings as separate CD documents.

6. Interpretation

To facilitate the work of the interpreters, delegations are invited to provide seven copies of prepared statements for the language booths to the Documentation and Conference Officer as soon as possible before the meeting begins.

7. Distribution of Statements at meetings

The Documentation and Conference Officer will be at the disposal of delegations to arrange distribution of prepared statements to other delegations during plenary meetings. For that purpose it would be appreciated if delegations could provide a minimum of 150 copies of their statements to the Documentation and Conference Officer to cover the requirements also of non-members present at Plenary meetings and the Information Service. That number of copies will also be sufficient to satisfy the Secretariat needs referred to in paragraphs 4 and 6 above. In view of financial constraints, it will no longer be possible for the secretariat to make copies for full circulation when those provided are substantially less than required.

With regard to meetings of subsidiary bodies, it would be appreciated if delegations could also provide an adequate number of copies of documents they wish to have distributed.

8. Information on List of Speakers and CD meetings

Information concerning the List of Speakers for plenary meetings or the programme of meetings of the Conference and its subsidiary bodies for the day is available on telephone numbers 917-3629 or 917-3036.

9. Distribution of Documents

Official CD documents will be distributed in delegations' boxes located next to Conference Room III. Additional copies of official CD documents in limited quantities may be obtained from the Documents Distribution counter, Room C.111, telephone 917-2609. Spare documents will no longer be available in the Council Chamber.

Documents of subsidiary bodies and Working Papers of the Conference will also be distributed, in small quantities, in delegations' boxes next to Conference Room III. They will continue to be available in the Council Chamber and additional copies may be obtained directly from the assistants to the Secretaries of the subsidiary bodies.

10. Reference Documentation

The Geneva Branch of the Centre for Disarmament Affairs maintains a Reference Collection on disarmament-related documents and records, as well as a number of publications for use by delegations (Office D.608). Queries should be referred to the Research Assistant, Mrs. C. Laut Hernández, (Office D.621, telephone 917-4026).

11. Smoking is discouraged in the Council Chamber and prohibited in the smaller meeting rooms.

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